Direct-Access/PeopleSoft Guides for:

⬛ **Combat Tax Exclusion,**

⬛ **Combat SGLI Allowance and**

⬛ **Imminent Danger -- Hostile Fire Pay**

Included in this file

Combat Tax Exclusion

Overview

Introduction   This section provides the *procedures* for **Combat Tax Exclusion**. This entitlement excludes members of the armed forces from paying Federal Income taxes and State Income taxes (if applicable) for duty served during any part of a month in a combat zone.

Topics   The following topics are covered in this section

1

Combat Tax Exclusion

Guiding Principles

Introduction	This section provides the *guiding principles* for **Combat Tax Exclusion**.

Reference	The following references provide additional information about Combat Tax Exclusion. • [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Chap 8

Before you begin	If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: [Employee Entitlements, Basic Navigation Guide](#) Multiple entry capability is available for this entitlement. See page 12 for instructions on preparing multiple entries for entire units and/or sub departments.

Understanding Earnings Types	There are two Earnings Type codes which can be used with this transaction. If the member is entitled to Combat Tax Exclusion for more than one month, use the "CTECON" Earnings Type code. If the member is entitled to Combat Tax Exclusion for one calendar month, use the "CTXMO" Earnings Type Code.

Lookup Earnings Type

[Cancel]

Search Results

View All   First ◀ 1-2 of 2 ▶ Last

Earnings Code	Earnings Type	Description
CT1	CTECON	Combat Tax Exclusion Continuous Until Further Orders
CT1	CTX1MO	Combat Tax Exclusion 1 Month Only

Note: The "CTECON" Earnings Type code can be used with a stop date. If entering the transaction retroactively and the entitlement (start and stop dates) spans more than one calendar month, you should use the "CTECON" code and enter both the start and stop dates.

Combat Tax Exclusion

Starting Combat Tax Exclusion

Introduction	This section provides the procedure for *starting* **Combat Tax Exclusion**.

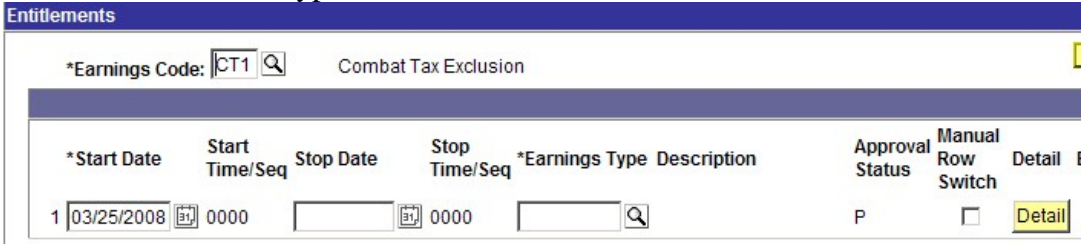|	
Procedure	Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a new Combat Tax Exclusion entitlement.

Step	Action
1	Review the member's Entitlement Summary page to see if the member has a previous or current entry for Combat Tax Exclusion.
2	If this is the first Combat Tax Exclusion entry for this member (in DA) go to step 3. If this is not the first Combat SGLI Allowance entry for this member (in DA) click the ⊞ button to begin a new transaction.

For step 1, the following sub-table appears:

If a Combat Tax Exclusion Entry is	Then
Present	Click the **Continue** button
Not present	1. Click any ⊞ to insert a new entitlement. 2. Enter code "CT1" in the entitlement block in the new row 3. Then, click the **Continue** button

Combat Tax Exclusion

Starting Combat Tax Exclusion, Continued

Procedure **(continued)**

| Step	Action
3	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button [📅] to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format. Note: Upon selecting the Earnings Type code (See instructions for the Earnings Type Code on the following page), the system will change the date to the first day of the month entered.
4	**Stop Date**. Leave blank. A Stop Date is not required if you are entering Combat Tax One Month Only (see next step for selecting the Earnings Type). The system will automatically enter the last day of the month in this field when you successfully save the transaction. See the instructions in the following section (page 7) for stopping Combat SGLI Continuous. Never future date or "estimate" the stop date. However, if you are entering this transaction retroactively using the Continuous Earnings Type (CTECON) for an entitlement that spans more than one month AND you know the actual date the entitlement ended, you may enter the stop date at this time. Note: Upon saving, the system will set the stop date to the last day of the month of the start date if the "CTX1MO" Earnings Type is selected in the next step.

Starting Combat Tax Exclusion, Continued

Procedure **(continued)**
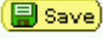
Step	Action
5	Enter the **Earnings Type** code or use the 🔍 to search and select from a listing of available earning types. **Lookup Earnings Type** Cancel **Search Results** View All First ◄ 1-2 of 2 ► Last **Earnings Code Earnings Type Description** CT1 CTECON Combat Tax Exclusion Continuous Until Further Orders CT1 CTX1MO Combat Tax Exclusion 1 Month Only • If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only. Use code CTX1MO. • If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement, use code CTECON. Note: Transactions to start Combat Tax Exclusion must be entered in the system before entering transactions to start Combat SGLI Allowance.
6	Click the Detail button and enter the two-letter country code for the Combat Tax Exclusion zone. **Supporting Data** CT1 03/01/2008 CTX1MO Foreign Country: KU 🔍 Kuwait Dollar Amount: 0.00 OK Cancel You can use the lookup button -- 🔍 to search for codes as shown below: **Lookup Foreign Country** Foreign Country: P Lookup Clear Cancel Basic Lookup **Search Results** View All First ◄ 1-11 of 11 ► Last **Foreign Country Description** PA Paraguay PE Peru PG PERSIAN/ARABAIN GULF PK Pakistan PL Poland PM Panama PO Portugal PP Papua New Guinea PR Puerto Rico PS Palau PU Guinea-Bissau

Combat Tax Exclusion

Starting Combat Tax Exclusion, Continued

Procedure **(continued)**
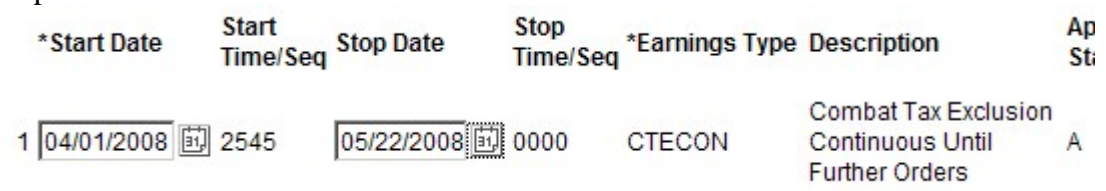
Step	Action
7	Click the button (located at the bottom left of the screen) to approve and transmit the entry. Several reminders/warnings will appear upon saving, you must also enter Combat SGLI Allowance and, if applicable, Imminent Danger-Hostile Fire Pay. Note: Payment of Combat Tax Exclusion does not require audit and approval.
	Manual Row Switch. (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.

Combat Tax Exclusion

Stopping Combat Tax Exclusion

Introduction This section provides the procedure for *stopping* **Combat Tax Exclusion**.

Procedure Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a stop Combat Tax Exclusion transaction.

| Step	Action
1	Find the row to stop. The stop date will be blank as shown below:
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field then Type the stop date in MMDDYYYY format. The stop date can be future dated. However, you should never enter an estimated stop date as correction transactions will be required if the actual stop date is different.
3	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

Combat Tax Exclusion

Correcting Combat Tax Exclusion

Introduction   This section provides the procedure for *correcting* **Combat Tax Exclusion**.

Discussion   Only the Detail (Country Code) and on CTECON Earnings Type code transactions, the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Combat Tax Exclusion) and then start a new Combat Tax Exclusion entitlement.

Procedure   Follow these steps to correct an incorrect Stop date.

| Step	Action
1	In the [🖉 Correct History] mode, find the Combat Tax Exclusion row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons 📅 to modify dates and the magnifying glass 🔍 to change the earning type. Or Click the [Detail] button and enter the two-letter country code for the Combat Tax Exclusion zone. **Supporting Data** CT1 03/01/2008 CTX1MO Foreign Country: KU 🔍 Kuwait Dollar Amount: 0.00 [OK] [Cancel]
2	Click the [💾 Save] button located at the bottom left of the screen.

Combat Tax Exclusion

Deleting Combat Tax Exclusion

Introduction   This section provides the procedure for *deleting* **Combat Tax Exclusion**.

Discussion   The total Combat Tax Exclusion entitlement will be recouped when using this feature.

Procedure   Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Combat Tax Exclusion transaction.
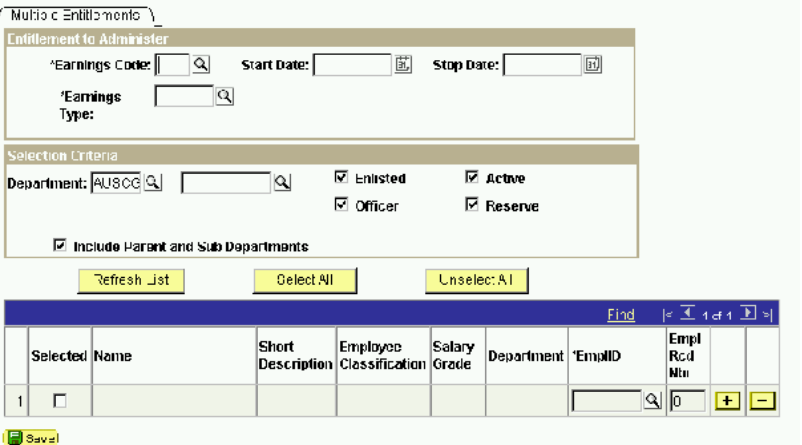
Step	Action
1	In the (Correct History) mode, find the Combat Tax Exclusion row to delete. Click on the [−] button located in the row to be deleted.
2	Click the (Save) button located at the bottom left of the screen.

Combat Tax Exclusion

Starting Combat Tax Exclusion (Multiple Entry)

Introduction   This section provides the procedure for *starting* **Combat Tax Exclusion (Multiple Entry)**.

Procedure   Follow these steps to enter a new Combat Tax Exclusion (Multiple Entry) entitlement.

Step	Action
1	Select Menu items in the following order. <u>Home</u> > <u>Compensate Employees</u> > <u>Maintain Entitlements</u> > <u>Use</u> > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below.
2	Type "CT1" in the **<u>Earnings Code</u>** field shown below or use the magnifying glass 🔍 to search and select the Combat Tax Exclusion Earnings Code. *Note:* Be sure to select the proper earnings type. The Stop Date will default to the current date if left blank and "CT1MTH" is selected.

Combat Tax Exclusion

Starting Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action
3	Enter the **Start Date**. **Use the first day of the month in which the entitlement begins.** The current date is automatically displayed. Use the calendar button 🗓 to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.
4	If this Combat Tax Exclusion is for one-month only, leave the **Stop Date** blank. The system will automatically enter the last day of the month (using the month of the start date entered in the previous step) upon selecting the "CTX1MO" Earnings Code (see step 5). If this Combat Tax Exclusion is for more than one month, the **Stop Date** may be left blank to pay continuous Combat Tax Exclusion. If this is a temporary entitlement, you may enter the stop date if the actual date to stop the entitlement is known. (Please refer to the instructions for Individual Combat Tax Exclusion entries for additional details on Earnings Codes and dates).
5	Enter the **Earnings Type** code or use the 🔍 to search and select from a listing of available earning types. **Lookup Earnings Type** [Cancel] **Search Results** View All First ◀ 1-2 of 2 ▶ Last Earnings Code Earnings Type Description CT1 CTECON Combat Tax Exclusion Continuous Until Further Orders CT1 CTX1MO Combat Tax Exclusion 1 Month Only • If the members are entitled to Combat Tax Exclusion for one month only, then use code CTX1MO. (Note: Start date will be 1st day of the month and the stop date will be the last day of the month.) • If the members are entitled to Combat Tax Exclusion continuously, then use code CTECON. Start date will be first day of the month. The stop date may be left blank or the last day of a subsequent month may be entered if entering this transaction retroactively to the actual stop date.

Continued on next page

11

Combat Tax Exclusion

Starting Combat Tax Exclusion (Multiple Entry), Continued

Procedure **(continued)**

Step	Action
6	Complete the "Selection Criteria" fields as outlined below.

<table>
<tr><td colspan="2">

</td></tr>
<tr><th>Field</th><th>Action</th></tr>
<tr><td>Department</td><td>There are 2 lookup boxes located next to Department…

Leave the first box set to AUSCG (Active Duty USCG) as shown below.

Department: AUSCG 🔍 [   ] 🔍

Type the Department Code in the 2nd block shown below or use the 🔍 to search and select from a listing of available codes.

Department: AUSCG 🔍 [   ] 🔍</td></tr>
<tr><td>Enlisted</td><td>A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel have been removed from the selection criteria.</td></tr>
</table>

Combat Tax Exclusion

Starting Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action		
6		Active	Always leave this item checked.
		Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers have been removed from the selection criteria.
		Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box ☐ indicates reserve personnel have been removed from the selection criteria. Only Reservists on Active Duty can be entitled to Combat Tax Exclusion.
		Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box ☐ indicates sub departments been removed from the selection criteria.
7	Click the **Refresh List** button. A listing of personnel meeting the criteria in the previous step appears in the table below. *Note:* Clicking on this button in later steps will undo all changes.		
8	Select Entries to be Processed: Click the **Select All** button. Each row will in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.		

Combat Tax Exclusion

Starting Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action
9	Removal of Entries From Being Processed: Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The ⊟ button can be used to remove an entire row and gain the same effect. The ⬛Unselect All button can be used to remove all entries if desired.
10	Add Entries to Be Processed: Click the ⊞ button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass 🔍 to search and select individuals from a list. Click on the empty box located in the **Selected** column so an entry will be generated upon saving. *Note:* Carefully review your work one last time to ensure there are no mistakes before saving.
11	Click the 🖫 Save button.

Combat Tax Exclusion

Stopping Combat Tax Exclusion (Multiple Entry)

Introduction	This section provides the procedure for *stopping* **Combat Tax Exclusion (Multiple Entry)**.

Reminder, PCS auto-stop	Combat Tax Exclusion stops automatically on the last day of the month of PCS departure. Do not enter a Stop Combat Tax Exclusion (Multiple Entry) transaction when a member departs PCS. The system will not reflect the Combat Tax Exclusion until the PCS Departing Endorsement on Orders Transaction is approved and saved.

Procedure	Follow these steps to enter a stop Combat Tax Exclusion (Multiple Entry) transaction.

Step	Action
1	Select Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below.
2	Type "CT1" in the **Earnings Code** field shown below or use the magnifying glass 🔍 to search and select the Combat Tax Exclusion code.

Combat Tax Exclusion

Stopping Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action
3	Enter the **Earnings Type Code**. *Multiple Entitlements* **Entitlement to Administer** Earnings Code: CT1 Start Date: _____ Stop Date: _____ Earnings Type: CTECON Combat Tax Exclusion Continuous Until Further Orders • Use code CTECON.
4	**Start Date**. Leave blank.
5	**Stop Date**. Enter the date to stop the entitlement. Combat Tax Exclusion is a monthly entitlement. To maintain consistence with entries entered using the individual employee entitlements menu, use the last day of the month as the Stop Date.
6	Complete the "Selection Criteria" fields as outlined below. **Selection Criteria** Department: AUSCG [____] ☑ Enlisted ☑ Active ☑ Officer ☑ Reserve ☑ Include Parent and Sub Departments <table><tr><th>Field</th><th>Action</th></tr><tr><td>Department</td><td>There are 2 lookup boxes located next to Department… **Leave the first box set to AUSCG** (Active USCG Departments) **as shown below.** Department: AUSCG Type the Department Code in the 2nd block shown below or use the 🔍 to search and select from a listing of available codes. Department: AUSCG [____]</td></tr></table>

Stopping Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action	

Step		Action	
6 Cont'd	**Field**	**Action**	
	Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel were removed from the selection criteria.	
	Active	A checkmark ☑ indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.	
	Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers were removed from the selection criteria.	
	Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box ☐ indicates reserve personnel were removed from the selection criteria.	
	Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box ☐ indicates sub departments were removed from the selection criteria.	

| 7 | Click the **Refresh List** button. A listing of personnel meeting the criteria in the previous step appears in the table below.

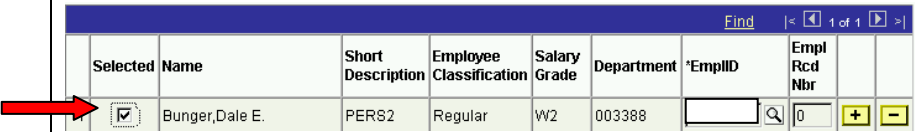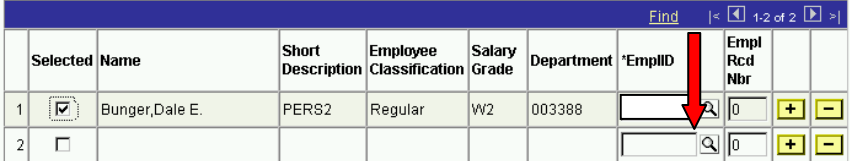|	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr		
1	☐	Bunger,Dale E.	PERS2	Regular	W2	003388		0	+	−

Note: Clicking on this button in later steps will undo all changes. |

Combat Tax Exclusion

Stopping Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action
8	**Select Entries to be Processed**: Mark the Checkbox in the **Selected** column for each person you want to create a transaction on you can also click the **Select All** button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. *(table image with columns: Selected, Name, Short Description, Employee Classification, Salary Grade, Department, *EmplID, Empl Rcd Nbr — row: ☑ Bunger,Dale E. PERS2 Regular W2 003388 0 + −)* A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.
9	**Removal of Entries From Being Processed**: Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The ⊟ button can be used to remove an entire row and gain the same effect. The **Unselect All** button can be used to remove all entries if desired.
10	**Add Entries to Be Processed:** Click the ⊞ button in any row to add a blank row. Type the member's employee identification number in the **<u>EmplID</u>** block shown below or use the magnifying glass 🔍 to search and select individuals from a list. *(table image with columns: Selected, Name, Short Description, Employee Classification, Salary Grade, Department, *EmplID, Empl Rcd Nbr — row 1: ☑ Bunger,Dale E. PERS2 Regular W2 003388 0 + −; row 2: ☐ 0 + −)* Click on the empty box located in the **<u>Selected</u>** column so an entry will be generated upon saving. *Note:* Carefully review your work one last time to ensure there are no mistakes before saving.
11	Click the 💾 **Save** button.

Combat Servicemembers' Group Life Insurance Allowance

Overview

Introduction   This section provides the procedures for Combat SGLI Allowance. This entitlement provides an allowance to members for the cost of the maximum SGLI coverage (Currently $400,000) plus the cost of Traumatic SGLI (Currently $1) for duty served during any part of a month serving in Operations Enduring Freedom or Iraqi Freedom Theaters or serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom.

Topics   The following topics are covered in this guide

Combat Servicemembers' Group Life Insurance Allowance Guiding Principles

Introduction	This section provides the guiding principles for Combat SGLI Allowance.

Reference	The following references provide additional information about Combat SGLI Allowance and/or related entitlements, such as Combat Tax Exclusion.

Ref: (a) National Defense Authorization Act for Fiscal Year 2007 (Public Law 109-364)
  (b) COMDT COGARD Washington DC 301413Z OCT 06/ALCOAST 523/06, CG-12, COMDTNOTE 7220
  (c) National Defense Authorization Act for Fiscal Year 2006 (Public Law 109-163)
  (d) COMDT COGARD Washington DC 022005Z FEB 06/ALCOAST 060/06, CG-12, COMDTNOTE 7220
  (e) Coast Guard Pay Manual, COMDTINST M7220.29(series), Sec. 8-G-2
  (f) Personnel and Pay Procedures Manual, PSCINST M1000.2(series), Sec. 8-B

Before you begin	If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide in the Direct-Access Online Help at http://cgweb.psc.uscg.mil/ps or http://www.uscg.mil/hq/psc/ps
	Multiple entry capability is available for this entitlement. Go to page 11 of this guide for instructions on preparing multiple entries for entire units and/or sub departments.

Entitlement Overview	Per references (a) and (b), members entitled to Income Tax Exclusion for Duty serving in Operations Enduring Freedom or Iraqi Freedom Theaters or serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom shall receive an allowance equal to the amount of the cost for the maximum SGLI coverage plus the cost of Traumatic SGLI coverage. Family SGLI coverage costs are not included.

Approval	This transaction does not require routing to a SPO Supervisor for approval. The transaction will be approved and transmitted to JUMPS when the data is entered and successfully saved by a CGHRS Role User.

Combat Servicemembers' Group Life Insurance Allowance

Guiding Principles, Continued

Connection with Combat Tax Exclusion

A member must be entitled to Income Tax Exclusion for Duty in Operations Enduring Freedom or Iraqi Freedom Theaters or be serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom in order to be eligible for Combat SGLI Allowance. Policies and procedures for entitlement to Combat Tax Exclusion can be found in references (d) and (e).

Combat SGLI Allowance can be recorded as a one-time entitlement (allowance for a single month only) or as a continuous entitlement (allowance will continue until submission of a stop transaction). Entries for entitlement to Combat SGLI and Combat Tax Exclusion must match:

- If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only.

- If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement and a stop transaction must be entered when the stop Combat Tax Exclusion is entered.

Note: If the member is entitled to Combat SGLI Allowance due to serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom, but not entitled to Combat Tax Exclusion, the Combat SGLI Allowance entitlement must be entered by a SPO Supervisor (CGHRSUP Role User) using the "Manual Row Switch" checkbox to override edits and allow the transaction to save.

> **Reminder!**
>
> Submit transactions for Combat SGLI when submitting transactions for Combat Tax Exclusion for members serving in support of Operations Enduring Freedom or Iraqi Freedom

Connection with SGLI and Family SGLI Elections

Members with SGLI coverage elections of $0 (declined), or any other amount less than the current $400.000 maximum, who become entitled to Combat SGLI Allowance, will temporarily have their SGLI coverage increased to $400,000 for the duration of the entitlement to Combat SGLI Allowance. The member's previous SGLI coverage resumes the first day of the month following the month the member's entitlement to Combat SGLI Allowance ends unless the member submits a new SGLI or SGLI Family election during the time they are entitled to Combat SGLI allowance. If a member submits a new SGLI election or SGLI Family election, while entitled to Combat SGLI Allowance, the new elections will override any elections the member had in place prior to receipt of Combat SGLI allowance.

Combat Servicemembers' Group Life Insurance Allowance

Guiding Principles, Continued

Connection with SGLI and Family SGLI Elections (cont'd)

JUMPS will open a new Segment 32 to increase the member's SGLI coverage to $400,000 when a start Combat SGLI Allowance transaction processes. The temporary increase is effective the first day of the month in which the member is entitled to Combat SGLI and ends the last day of the month the entitlement to Combat SGLI stops. The letter "S" will appear in the "Combat Code" field of any Segment 32 opened by JUMPS to record a temporary SGLI coverage increase.

- Temporary SGLI coverage changes, made in JUMPS, due to receipt of Combat SGLI allowance <u>will not appear</u> in the member's SGLI elections in DA (Compensate Employees > Administer Base Benefits > **Life and AD/D Benefits).**

When starting Combat SGLI Allowance SPOs shall also:

- Review member's current SGLI Election and Certificate (form SGLV-8286) for accuracy and completeness. If no SGLV-8286 form is on file, provide the member with a blank form with instructions to complete and return to the SPO as soon as possible.

- Inform married members, who have previously declined SGLI coverage, or have coverage at the $50,000 level, that Family SGLI coverage is available while they are receiving Combat SGLI Allowance. The member must submit a SGLI Family Coverage Election (form SGLV-8286A) and SGLV-8286 form, with a coverage level of at least $100,000, if they desire coverage under the SGLI Family program. Premiums for SGLI and SGLI Family coverage will be deducted from the member's pay and will continue after entitlement to Combat SGLI Allowance ends.

- Compare SGLV-8286 (and SGLV-8286A, if applicable) with LES to confirm correct deductions are (or were) in effect.

Combat Servicemembers' Group Life Insurance Allowance

Starting Combat SGLI Allowance

Introduction   This section provides the procedure for starting Combat SGLI Allowance.

Procedure   Follow the steps in the Basic Navigation Guide to access the member's entitlements page. Then, follow these steps to enter a new Combat SGLI Allowance entitlement.
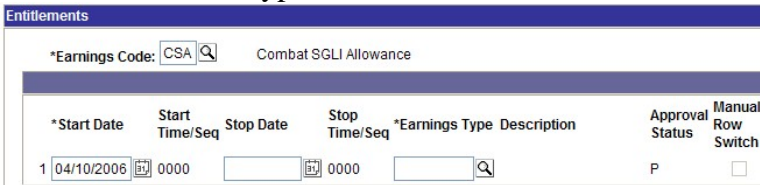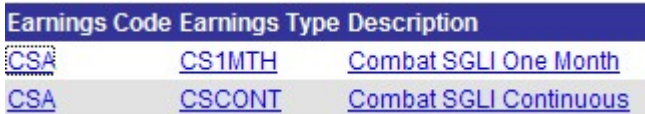
Step	Action
1	Review the member's Entitlement Summary page to see if the member has a previous or current entry for Combat SGLI Allowance entitlement.

If a Combat SGLI Allowance Entry is	Then
Present	Click the Continue button
Not present	1. Click any + to insert a new entitlement. 2. Enter code "CSA" in the entitlement block in the new row 3. Then, click the Continue button

Step	Action
2	If this is the first Combat SGLI Allowance entry for this member go to step 3. If this is not the first Combat SGLI Allowance entry for this member click the + button to begin a new transaction.

Procedure (continued)

Step	Action
3	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button 📅 to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. **Entitlements** *Earnings Code: CSA 🔍 Combat SGLI Allowance *Start Date / Start Time/Seq / Stop Date / Stop Time/Seq / *Earnings Type / Description / Approval Status / Manual Row Switch 1 04/10/2006 📅 0000 📅 0000 🔍 P ☐ Notes: (1) The system will automatically change the Start Date to the 1st of the month upon successfully saving this transaction. (2) Start date must be for the same month as the entry for Combat Tax Exclusion (CT1).
4	**Stop Date**. Leave blank. A Stop Date is not required if you are entering Combat SGLI One Month Only (see next step for selecting the Earnings Type). The system will automatically enter the last day of the month in this field when you successfully save the transaction. See the instructions in the following section (page 8) for stopping Combat SGLI Continuous. Never future date or "estimate" the stop date.
5	Enter the **Earnings Type** code or use the 🔍 to search and select from a listing of available earning types. **Earnings Code Earnings Type Description** CSA CS1MTH Combat SGLI One Month CSA CSCONT Combat SGLI Continuous • If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only. Use code CS1MTH. • If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement, use code CSCONT. A stop transaction must be entered when the stop Combat Tax Exclusion is entered. Note: Transactions to start Combat Tax Exclusion must be entered in the system before entering transactions to start Combat SGLI Allowance.
6	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 5 to select the correct type if necessary.

Starting Combat SGLI Allowance, Continued

Procedure (continued)

Step	Action
7	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving. The transaction cannot be saved in a Pending status. It will automatically change to Approved (A) when a user CGHRS Role User enters the data and successfully saves the transaction.
8	**Manual Row Switch**. (SPO Supervisors/CGHRSUP role users only) Select this checkbox only when necessary to override pay edits. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement. Note: If the member is entitled to Combat SGLI Allowance due to serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom, but not entitled to Combat Tax Exclusion, the Combat SGLI Allowance entitlement **must** be entered by an SPO Supervisor (CGHRSUP Role User) using the "Manual Row Switch" checkbox to override edits and allow the transaction to save.
9	Click the 🔲 Save button (located at the bottom left of the screen) to approve and transmit the entry.

Combat Servicemembers' Group Life Insurance Allowance

Stopping Combat SGLI Allowance

Introduction	This section provides the procedure for stopping Continuous Combat SGLI Allowance (Earnings Type "CSCONT").
Before you begin	Continuous Combat SGLI Allowance must be stopped before stopping Combat Tax Exclusion.
	Continuous Combat SGLI Allowance automatically stops the last day of the month of PCS departure. Do not enter a stop Continuous Combat SGLI Allowance if the member is departing PCS during a month in which they are entitled to Combat SGLI Allowance.
Procedure	Follow the steps in the Basic Navigation Guide to access the member's entitlements page. Then, follow these steps to enter a stop Combat SGLI Allowance transaction.

Step	Action
1	Find the row to stop. The stop date will be blank as shown below: *Earnings Code: CSA 🔍 Combat SGLI Allowance *Start Date / Start Time/Seq / Stop Date / Stop Time/Seq / *Earnings Type / Description / Approval Status / Manual Row Switch 1 01/01/2006 2501 _____ 0000 CSCONT Combat SGLI Continuous A ☐
2	Enter the **Stop Date** for the entitlement by using the calendar button 📅 to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format.
3	Click the 🖫 Save button (located at the bottom left of the screen) to approve and transmit the entry.

Combat Servicemembers' Group Life Insurance Allowance

Correcting Combat SGLI Allowance

Introduction This section provides the procedure for correcting Combat SGLI Allowance.

Discussion Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Combat SGLI Allowance) and then start a new Combat SGLI Allowance entitlement.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements page. Then, follow these steps to correct an incorrect Stop date.

Step	Action
1	Find the Combat SGLI Allowance row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons 🗓 to modify dates and the magnifying glass 🔍 to change the earning type.
2	Click the 🖫 Save button located at the bottom left of the screen.
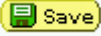
Combat Servicemembers' Group Life Insurance Allowance

Deleting Combat SGLI Allowance

Introduction   This section provides the procedure for deleting Combat SGLI Allowance.

Discussion   The total Combat SGLI Allowance entitlement will be recouped when using this feature.

Procedure   Follow the steps in the Basic Navigation Guide to access the member's entitlements page. Then, follow these steps to enter a deletion of a Combat SGLI Allowance transaction.

Step	Action
1	Find the Combat SGLI Allowance row to delete. Click on the ☐ button located in the row to be deleted.
2	Click the ☐ Save button located at the bottom left of the screen.
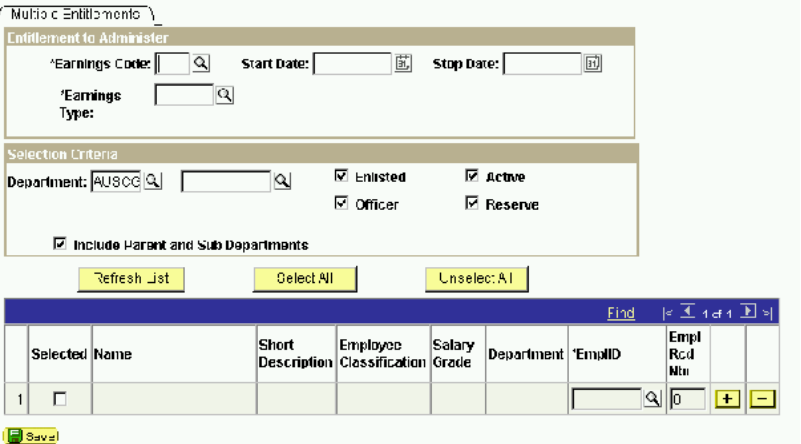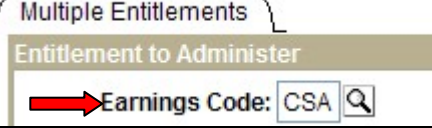
Combat Servicemembers' Group Life Insurance Allowance

Starting Combat SGLI Allowance (Multiple Entry)

Introduction	This section provides the procedure for starting Combat SGLI Allowance (Multiple Entry).
Before you begin	You will not be able to save this transaction unless all members you select to receive Combat SGLI Allowance also have a Combat Tax Exclusion entry for the same month.
Procedure	Follow these steps to enter a new Combat SGLI Allowance (Multiple Entry) entitlement.

Step	Action
1	Select Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below.
2	Type "CSA" in the **Earnings Code** field shown below or use the magnifying glass 🔍 to search and select the Combat SGLI Allowance Earnings Code.

Continued on next page

Combat Servicemembers' Group Life Insurance Allowance

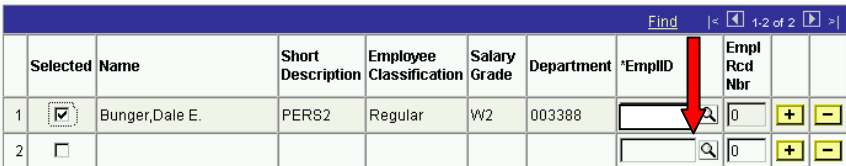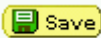## Starting Combat SGLI Allowance (Multiple Entry), Continued

Procedure (continued)

Step	Action
3	Enter the **Earnings Type Code**. ![Multiple Entitlements tab screenshot showing Entitlement to Administer with Earnings Code: CSA, Start Date blank, Earnings Type: CSCONT Combat SGLI Continuous] • If the members are entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only. Use code CS1MTH. • If the members are entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI Allowance must also be for a continuous entitlement, use code CSCONT. Note: Transactions to start Combat Tax Exclusion must be entered in the system before entering transactions to start Combat SGLI Allowance.
4	Enter the **Start Date**. Must the same as the start date for Combat Tax Exclusion, usually the first day of the month in which the entitlement begins (e.g. 03/01/2006). The current date is automatically displayed. Use the calendar button 📅 to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.
5	**Stop Date**. Leave blank. A Stop Date is not required if you are entering Combat SGLI One Month Only (see previous step for selecting the Earnings Type). The system will automatically enter the last day of the month in this field when you successfully save the transaction. See the instructions in the following section for stopping Combat SGLI Continuous. Never "estimate" the stop date.

Procedure (continued)

Step	Action
6	Complete the "Selection Criteria" fields as outlined below.

Field	Action
Department	There are 2 lookup boxes located next to Department… **Leave the first box set to AUSCG** (Active USCG Units) **as shown below.** Type the Department Code in the 2nd block shown below or use the 🔍 to search and select from a listing of available codes.
Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel were removed from the selection criteria.

Continued on next page

Procedure (continued)

Step	Action		
6 Cont'd	**Field**	**Action**	
	Active	A checkmark ☑ indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.	
	Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers were removed from the selection criteria.	
	Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box ☐ indicates reserve personnel were removed from the selection criteria. Reserve personnel are not entitled to Combat SGLI Allowance unless they are on active duty.	
	Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box ☐ indicates sub departments were removed from the selection criteria.	
7	Click the [Refresh List] button. A listing of personnel meeting the criteria in the previous step appears in the table below. 	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr		
---	---	---	---	---	---	---	---	---	---
1 ☐	Bunger,Dale E.	PERS2	Regular	W2	003388	[ ]🔍	0	➕	➖ | *Note:* Clicking on this button in later steps will undo all changes.		

Procedure (continued)

Step	Action
8	**Select Entries to be Processed:** Mark the Checkbox in the Selected column for each person you want to create a transaction on you can also click the Select All button. Each row will in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. A check mark in the Selected Column indicates that the entitlement will be generated and placed in the members' entitlements upon saving.
9	**Removal of Entries From Being Processed:** Review the list and click the ☑ box to remove appropriate entries. • A blank box ☐ indicates that an entry will not be generated upon saving. • The ⊟ button can be used to remove an entire row and gain the same effect. • The Unselect All button can be used to remove all entries if desired.

Combat Servicemembers' Group Life Insurance Allowance

Starting Combat SGLI Allowance (Multiple Entry), Continued

Procedure (continued)

Step	Action
10	**Add Entries to Be Processed:** Click the ⊞ button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass 🔍 to search and select individuals from a list. 								Find	|< ◀ 1-2 of 2 ▶ >|
	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr		
1	☑	Bunger,Dale E.	PERS2	Regular	W2	003388	🔍	0	⊞	⊟
2	☐						🔍	0	⊞	⊟ | Click on the empty box located in the **Selected** column so an entry will be generated upon saving. *Note:* Carefully review your work one last time to ensure there are no mistakes before saving.
11	Click the 🔲 Save button.

Combat Servicemembers' Group Life Insurance Allowance

Stopping Combat SGLI Allowance Multiple Entry

Introduction This section provides the procedure for stopping Combat SGLI Allowance (Multiple Entry). Transactions to stop Combat SGLI Allowance must be entered in the system before entering transactions to stop Combat Tax Exclusion.

Reminder, PCS auto-stop Combat SGLI Allowance stops automatically on the day prior to PCS departure. Do not enter a Stop Combat SGLI Allowance transaction when a member departs PCS. The system will not reflect the Combat SGLI Allowance (Multiple Entry) stop until the departing endorsement on orders transaction is approved and saved.

Procedure Follow these steps to enter a stop Combat SGLI Allowance (Multiple Entry) transaction.

Step	Action
1	Select Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below.
2	Type "CSA" in the **Earnings Code** field shown below or use the magnifying glass 🔍 to search and select the Combat SGLI Allowance Earnings Code.

Combat Servicemembers' Group Life Insurance Allowance

Stopping Combat SGLI Allowance Multiple Entry, Continued

Procedure (continued)

Step	Action
3	Enter the **Earnings Type Code**. **Multiple Entitlements** **Entitlement to Administer** Earnings Code: CSA Start Date: [ ] Earnings Type: CSCONT Combat SGLI Continuous • Use code CSCONT.
4	**Start Date**. Leave blank.
5	**Stop Date**. Enter the date to stop the entitlement.
6	Complete the "Selection Criteria" fields as outlined below. **Selection Criteria** Department: AUSCG [ ] ☑ Enlisted ☑ Active ☑ Officer ☑ Reserve ☑ Include Parent and Sub Departments <table><tr><th>Field</th><th>Action</th></tr><tr><td>Department</td><td>There are 2 lookup boxes located next to Department… **Leave the first box set to AUSCG** (Active USCG Units) **as shown below.** Department: AUSCG [ ] Type the Department Code in the 2nd block shown below or use the 🔍 to search and select from a listing of available codes. Department: AUSCG [ ]</td></tr></table>

Continued on next page

Procedure (continued)

Step	Action	
6 Cont'd	**Field**	**Action**
	Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel were removed from the selection criteria.
	Active	A checkmark ☑ indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.
	Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers were removed from the selection criteria.
	Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box ☐ indicates reserve personnel were removed from the selection criteria. Reserve personnel are not entitled to Combat SGLI Allowance unless they are on active duty.
	Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box ☐ indicates sub departments were removed from the selection criteria.

Step	Action
7	Click the **Refresh List** button. A listing of personnel meeting the criteria in the previous step appears in the table below. |		Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr		
---	---	---	---	---	---	---	---	---	---	---	---
1		☐	Bunger,Dale E.	PERS2	Regular	W2	003388		0	➕	➖	 *Note:* Clicking on this button in later steps will undo all changes.

Combat Servicemembers' Group Life Insurance Allowance

Stopping Combat SGLI Allowance Multiple Entry, Continued

Procedure (continued)

Step	Action
8	**Select Entries to be Processed**: Mark the Checkbox in the **Selected** column for each person you want to create a transaction on you can also click the [Select All] button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.
9	**Removal of Entries From Being Processed**: Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The [−] button can be used to remove an entire row and gain the same effect. The [Unselect All] button can be used to remove all entries if desired.
10	**Add Entries to Be Processed:** Click the [+] button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass 🔍 to search and select individuals from a list. Click on the empty box located in the **Selected** column so an entry will be generated upon saving. *Note:* Carefully review your work one last time to ensure there are no mistakes before saving.
11	Click the [💾 Save] button.

Imminent Danger – Hostile Fire Pay

Overview

Introduction   This section provides the *procedures* for **Imminent Danger – Hostile Fire Pay**. This entitlement is paid to members on official duty in a designated area, subject to hostile fire or explosion of hostile mines, or to members killed, injured, or wounded by hostile fire, or any other hostile action.

Topics   The following topics are covered in this section

Imminent Danger – Hostile Fire Pay

Guiding Principles

Introduction	This section provides the *guiding principles* for **Imminent Danger – Hostile Fire Pay**.

Reference	The following references provide additional information about Imminent Danger – Hostile Fire Pay. • [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Chap 4\

Before you begin	If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: [Employee Entitlements, Basic Navigation Guide](#) Multiple entry capability is available for this entitlement. Refer to the [Imminent Danger/Hostile Fire Pay Multiple Entry topic](#) on page 8 of this guide for instructions on preparing multiple entries for entire units and/or sub departments
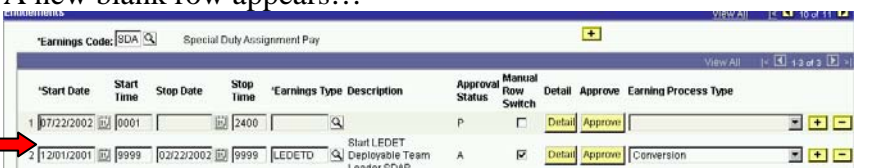
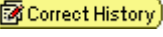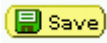|	
Auto-stop upon PCS departure	Imminent Danger – Hostile Fire Pay stops automatically on *the day prior* to PCS departure. Do not enter a Stop Imminent Danger – Hostile Fire Pay transaction when a member departs PCS. The system will not reflect the Imminent Danger – Hostile Fire Pay stop the PCS Departing Endorsement on Orders is approved and saved.

Imminent Danger – Hostile Fire Pay

Starting Imminent Danger – Hostile Fire Pay

Introduction   This section provides the procedure for *starting* **Imminent Danger – Hostile Fire Pay**.

Procedure   Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a new Imminent Danger – Hostile Fire Pay entitlement.
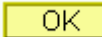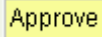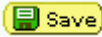
Step	Action
1	In the **Include History** mode, click the **+** button shown below. A new blank row appears…
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format. (Note: Start date changes to first day of the month upon saving).
3	The **Start Time** is pre-filled by the system and must not be changed.
4	The **Stop Date** may be left blank to pay continuous Imminent Danger – Hostile Fire Pay. If this is a temporary entitlement, you may enter the stop date. However, you should never estimate the stop date, leave it blank until the actual stop date is known.
5	**Stop Time** is pre-filled by the system and must not be changed.
6	Enter the **Earnings Type** in the code if known or use the search button to search and select from a listing of available earning types.
7	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
9	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.

Starting Imminent Danger – Hostile Fire Pay, Continued

Procedure (cont'd)

Step	Action
10	Click the [Detail] button to bring up the Supporting Data screen below: **Supporting Data** HF 07/01/2003 HF1MTH Foreign Country: DJ [Q] Djibouti Dollar Amount: 0.00 [OK] [Cancel] Enter the **Foreign Country** code. Use the magnifying glass [Q] to search and select the code. You must use a code for a country or region where Imminent Danger – Hostile Fire Pay is authorized, not all codes on the lookup listing are valid for this entitlement. Use "**PG**" for members serving aboard cutters deployed to the **Persian Gulf.** Enter the dollar amount of Hostile Fire Pay Location shown in the Pay Manual in the Dollar Amount field. Click the [OK] button when finished.
11	[Approve] Not Used. Payment of Imminent Danger – Hostile Fire Pay does not require audit and approval.
12	**Earnings Process Type** Not Required. Disregard this field
13	Click the [Save] button (located at the bottom left of the screen) to approve and transmit the entry.
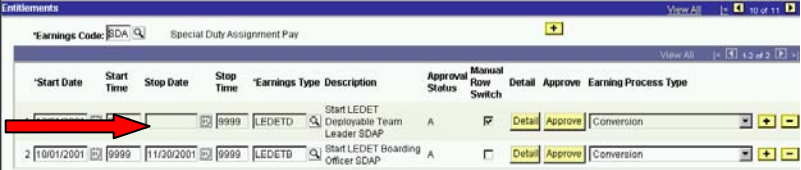
Imminent Danger – Hostile Fire Pay

Stopping Imminent Danger – Hostile Fire Pay

Introduction This section provides the procedure for *stopping* **Imminent Danger – Hostile Fire Pay**.

Reminder, PCS auto-stop Imminent Danger – Hostile Fire Pay stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop Imminent Danger – Hostile Fire Pay transaction when a member departs PCS. The system will not reflect the Imminent Danger – Hostile Fire Pay stop until it is resynchronized with JUMPS.

Procedure Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a stop Imminent Danger – Hostile Fire Pay transaction.

Step	Action
1	In the **Correct History** mode, find the row to stop. The stop date will be blank as shown below:
2	Enter the **Stop Date** for the entitlement by using the calendar button ![calendar] to select the desired date.
3	**Stop Time** is pre-filled by the system and must not be changed.
4	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
5	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
6	**Detail** Do Not Use. The detail is automatically set when the earnings type for Imminent Danger – Hostile Fire Pay is selected and the entitlement is saved.
7	**Approve** Not Used. Payment of Imminent Danger – Hostile Fire Pay does not require audit and approval.
8	**Earnings Process Type** Not Required. Disregard this field
9	Click the **Save** button (located at the bottom left of the screen) to approve and transmit the entry.

Imminent Danger – Hostile Fire Pay

Correcting Imminent Danger – Hostile Fire Pay

Introduction   This section provides the procedure for *correcting* **Imminent Danger – Hostile Fire Pay**.

Discussion   Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Imminent Danger – Hostile Fire Pay) and then start a new Imminent Danger – Hostile Fire Pay entitlement.

Procedure   Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the **Correct History** mode, find the Imminent Danger – Hostile Fire Pay row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the **Save** button located at the bottom left of the screen.

Imminent Danger – Hostile Fire Pay

Deleting Imminent Danger – Hostile Fire Pay

Introduction   This section provides the procedure for *deleting* **Imminent Danger – Hostile Fire Pay**.

Discussion   The total Imminent Danger – Hostile Fire Pay entitlement will be recouped when using this feature.

Procedure   Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an Imminent Danger – Hostile Fire Pay transaction.

Step	Action
1	In the [Correct History] mode, find the Imminent Danger – Hostile Fire Pay row to delete. Click on the [–] button located in the row to be deleted.
2	Click the [Save] button located at the bottom left of the screen.

Imminent Danger – Hostile Fire Pay

Imminent Danger – Hostile Fire Pay (Multiple Entry)

Introduction   This section provides the *procedures* for **Imminent Danger – Hostile Fire Pay** (**Multiple Entry**). This entitlement is paid to members on official duty in a designated area, subject to hostile fire or explosion of hostile mines, or to members killed, injured, or wounded by hostile fire, or any other hostile action.

Topics   The following topics are covered in this section

Imminent Danger – Hostile Fire Pay

Imminent Danger – Hostile Fire Pay Guiding Principles

Introduction   This section provides the *guiding principles* for **Imminent Danger – Hostile Fire Pay (Multiple Entry)**.

Reference   The following references provide additional information about Imminent Danger – Hostile Fire Pay (Multiple Entry).

- [U.S. Coast Guard Pay Manual](), COMDTINST M7220.29(series), Chap 4

Before you begin   *Warning!* Mistakes will require extensive single entry rework. Please double check your work before saving!
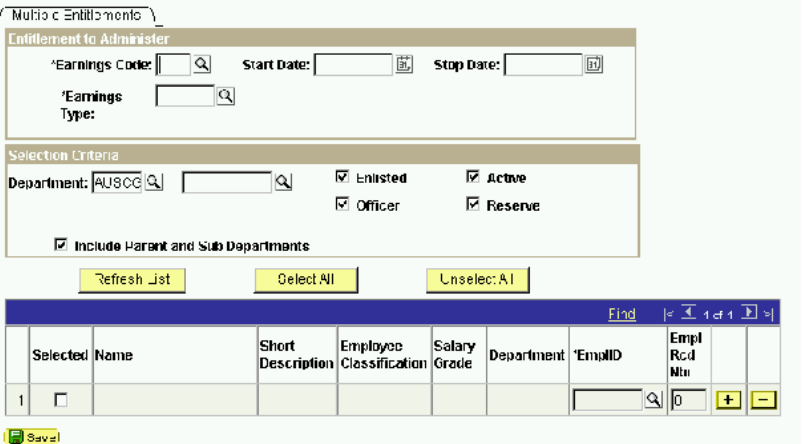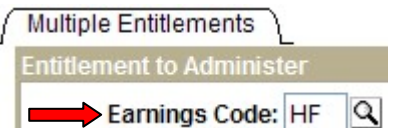
Auto-stop upon PCS departure   Imminent Danger – Hostile Fire Pay (Multiple Entry) stops automatically on *the last day of the month of* PCS departure. Do not enter a Imminent Danger – Hostile Fire Pay transaction when a member departs PCS. The system will not reflect the Imminent Danger – Hostile Fire Pay (Multiple Entry) stop until the PCS Departing Endorsement on Orders transaction is approved and saved.

Imminent Danger – Hostile Fire Pay

Starting Imminent Danger – Hostile Fire Pay (Multiple Entry)

Introduction   This section provides the procedure for *starting* **Imminent Danger – Hostile Fire Pay (Multiple Entry)**.

Procedure   Follow these steps to enter a new Imminent Danger – Hostile Fire Pay (Multiple Entry) entitlement.

Step	Action
1	Select Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below.
2	Type "HF" in the **Earnings Code** field shown below or use the magnifying glass 🔍 to search and select the Imminent Danger - Hostile Fire Pay Earnings Code.

Starting Imminent Danger – Hostile Fire Pay (Multiple Entry),
Continued

Step	Action
3	Enter the **Earnings Type Code**. Multiple Entitlements Entitlement to Administer Earnings Code: HF 🔍 Start Date: [ ] 📅 Stop Date: [ ] 📅 Earnings Type: HFCONT 🔍 Imminent Danger Hostile Fire Pay - Continuous until further orders Foreign Country: [ ] 🔍 • If the members are entitled to Imminent Danger – Hostile Fire Pay for one month only, then use code HF1MTH. • If the members are entitled to Imminent Danger – Hostile Fire Pay continuous, then use code HFCONT.
4	Enter the **Foreign Country** code. Use the magnifying glass 🔍 to search and select the code. You must use a code for a country or region where Imminent Danger – Hostile Fire Pay is authorized, not all codes on the lookup listing are valid for this entitlement. Use "PG" for members serving aboard cutters deployed to the Persian Gulf. Multiple Entitlements Entitlement to Administer Earnings Code: HF 🔍 Start Date: [ ] 📅 Stop Date: [ ] 📅 Earnings Type: HF1MTH 🔍 Imminent Danger Hostile Fire Pay - This Month Only Foreign Country: PG 🔍 Persian/Arabian Gulf
5	Enter the **Start Date**. Use the first day of the month in which the entitlement is to begin (e.g. 03/01/2006 for any date in March 2006). The current date is automatically displayed. Use the calendar button 📅 to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.
6	**Stop Date**. Leave blank. A Stop Date is not required if you are entering Imminent Danger – Hostile Fire Pay One Month Only (see previous step for selecting the Earnings Type). The system will automatically enter the last day of the month in this field when you successfully save the transaction. See the instructions in the following section for stopping Imminent Danger – Hostile Fire Pay Continuous. Never "estimate" the stop date.

Starting Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

Step	Action
7	Complete the "Selection Criteria" fields as outlined below. Selection Criteria Department: AUSCG ☑ Enlisted ☑ Active ☑ Officer ☑ Reserve ☑ Include Parent and Sub Departments <table><tr><th>Field</th><th>Action</th></tr><tr><td>Department</td><td>There are 2 lookup boxes located next to Department… **Leave the first box set to AUSCG (Active USCG Units) as shown below.** Department: AUSCG Type the Department Code in the 2nd block shown below or use the 🔍 to search and select from a listing of available codes. Department: AUSCG</td></tr><tr><td>Enlisted</td><td>A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel have been removed from the selection criteria.</td></tr></table>

Starting Imminent Danger – Hostile Fire Pay (Multiple Entry),
Continued

Procedure (continued)

Step		Action		
7 Cont'd	Active	A checkmark ☑ indicates Active Duty personnel will be included in the selection.		
	Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers have been removed from the selection criteria.		
	Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box ☐ indicates reserve personnel have been removed from the selection criteria.		
	Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box ☐ indicates sub departments been removed from the selection criteria.		
8	Click the **Refresh List** button. A listing of personnel meeting the criteria in the previous step appears in the table below. Find |< ◀ 1 of 1 ▶ >|			
		Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr
		1 ☐	Bunger,Dale E.	PERS2	Regular	W2	003388	1096404 🔍 0	➕ ➖
	Note: Clicking on this button in later steps will undo all changes.			
9	Select Entries to be Processed: Click the **Select All** button. Each row will in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. Find |< ◀ 1 of 1 ▶ >|			
		Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr
		➡ ☑	Bunger,Dale E.	PERS2	Regular	W2	003388	1096404 🔍 0	➕ ➖
	A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.			

Continued on next page

Imminent Danger – Hostile Fire Pay

Starting Imminent Danger – Hostile Fire Pay (Multiple Entry),
Continued

Procedure (continued)

Step	Action
10	Removal of Entries From Being Processed: Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The ⊟ button can be used to remove an entire row and gain the same effect. The **Unselect All** button can be used to remove all entries if desired.
11	Add Entries to Be Processed: Click the ⊞ button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass 🔍 to search and select individuals from a list. Click on the empty box located in the **Selected** column so an entry will be generated upon saving. *Note:* Carefully review your work one last time to ensure there are no mistakes before saving.
12	Click the 🖫 Save button.

Imminent Danger – Hostile Fire Pay

Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry)

Introduction   This section provides the procedure for *stopping* **Imminent Danger – Hostile Fire Pay (Multiple Entry)**.

Reminder,   Imminent Danger – Hostile Fire Pay stops automatically on the last day of the
PCS auto-stop   month of PCS departure. Do not enter a Stop Imminent Danger – Hostile Fire
                       Pay (Multiple Entry) transaction when a member departs PCS. The system
                       will not reflect the Imminent Danger – Hostile Fire Pay stop until the PCS
                       Departing Endorsement on Orders transaction is approved and saved..

Procedure   Follow these steps to enter a stop Imminent Danger – Hostile Fire Pay
                       (Multiple Entry) transaction.

Step	Action
1	Select Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below.
2	Type "HF" in the **Earnings Code** field shown below or use the magnifying glass 🔍 to search and select the Hostile Fire Imminent Danger Pay Earnings Code.

Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

Step	Action
3	Enter the **Earnings Type Code**. **Multiple Entitlements** **Entitlement to Administer** Earnings Code: HF Start Date: ___ Stop Date: ___ Earnings Type: HFCONT Imminent Danger Hostile Fire Pay - Continuous until further orders Foreign Country: ___ • Use code HFCONT.
4	**Start Date** and **Foreign Country**. Leave blank.
5	**Stop Date**. Enter the date to stop the entitlement.
6	Complete the "Selection Criteria" fields as outlined below. **Selection Criteria** Department: AUSCG ___ ☑ Enlisted ☑ Active ☑ Officer ☑ Reserve ☑ Include Parent and Sub Departments

Field	Action
Department	There are 2 lookup boxes located next to Department… **Leave the first box set to AUSCG (Active USCG Departments) as shown below.** Department: AUSCG ___ Type the Department Code in the 2nd block shown below or use the 🔍 to search and select from a listing of available codes. Department: AUSCG ___

|

Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry),
Continued

Procedure (continued)

Step	Action	
6 Cont'd	**Field**	**Action**
	Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel were removed from the selection criteria.
	Active	A checkmark ☑ indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.
	Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers were removed from the selection criteria.
	Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box ☐ indicates reserve personnel were removed from the selection criteria.
	Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box ☐ indicates sub departments were removed from the selection criteria.
7	Click the **Refresh List** button. A listing of personnel meeting the criteria in the previous step appears in the table below. | Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr	
1 ☐	Bunger,Dale E.	PERS2	Regular	W2	003388		0	+ − | *Note:* Clicking on this button in later steps will undo all changes.	

Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

Step	Action
8	**Select Entries to be Processed**: Mark the Checkbox in the **Selected** column for each person you want to create a transaction on you can also click the ⬜Select All button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.
9	**Removal of Entries From Being Processed**: Review the list and click the ☑ box to remove appropriate entries. A blank box ⬜ indicates that an entry will not be generated upon saving. The ➖ button can be used to remove an entire row and gain the same effect. The ⬜Unselect All button can be used to remove all entries if desired.
10	**Add Entries to Be Processed:** Click the ➕ button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass 🔍 to search and select individuals from a list. Click on the empty box located in the **Selected** column so an entry will be generated upon saving. *Note:* Carefully review your work one last time to ensure there are no mistakes before saving.
11	Click the ⬜Save button.